

BOARD OF PUBLIC WORKS & SAFETY
MARCH 6, 2009
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, March 6, 2009 at 10:30 A.M. in the Council Chambers at City Hall. Mayor Ernest B. Wiggins presided and the following persons were noted as present or absent:

PRESENT: Board members Joe Thallemer and Mayor Ernest Wiggins. Also present Clerk-Treasurer Elaine Call, City Planner Jeremy Skinner, WWTP Utility Manager Brian Davison, Police Captain Scott Whitaker, City Fire Chief Mike Rice, Fire Marshal Mike Wilson, Firefighter Aaron Bolinger, Park Activity Director Janelle Wilson, Human Resource Director Jennifer Whitaker, Councilman Kyle Babcock, and Warsaw Times Union reporter Jennifer Peryam.

ABSENT: Board member Charles Smith.

The meeting was called to order by Mayor Wiggins followed by the Pledge of Allegiance.

MINUTES –

The minutes from the February 17, 2009 Executive Session and February 20, 2009 Regular Session were presented for approval. Board Member Thallemer made a motion to accept the minutes as presented, seconded by Mayor Wiggins, motion carried by unanimous vote.

UNFINISHED BUSINESS –

WILDMAN UNIFORM CONTRACT/RUG RENTALS CITY HALL –

A contract with Wildman Uniform for rug rental at City Hall was presented at the Board of Works meeting held on February 20, 2009. This item of business was tabled to allow for negotiations to change the contract from a three year contract to a one year contract. Clerk-Treasurer Call presented the one year contract for approval. Motion was made by Mayor Wiggins to approve the contract, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

NEW BUSINESS –

FIRE DEPARTMENT/GRANT APPLICATION REQUEST/FEMA –

Fire Chief Mike Rice requested permission to apply for a Fire Prevention Safety Grant through the Federal Emergency Management Agency (FEMA) in the amount of \$10,000. If awarded the monies will be used to purchase “Sparky the Fire Dog Robot. He explained that this robot is an effective tool for teaching and retaining fire safety information to children. Motion made by Mayor Wiggins to approve the grant application, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

KIEFER CONSULTING/WASTEWATER –

A proposal from Kiefer Consulting to perform further work for the City Wastewater Treatment Department, for soil analysis for land application, more specifically set forth within the proposal, was presented for approval. Total cost of proposal is \$6,625 plus \$10.75 per soil analysis sampling. Motion made by Thallemer to accept the proposal, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

WASTEWATER SOLUTIONS/TRAINING –

WWTP Utility Manager Brian Davison presented for approval an agreement with Wastewater Solutions (WSI) for training of employees in wastewater process control. Cost for this training is \$14,940. Motion made by Thallemer to approve the training agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

WWTP- PURCHASE BOX TRUCK –

WWTP Utility Manager Brian Davison requested permission to purchase a 2005 “Box Truck” from H& L Motors, Warsaw, IN. at a purchase price of \$18,000. He reported he has been looking for a used truck for over a year. Motion made by Mayor Wiggins to approve the purchase, seconded by Thallemer, carried by unanimous vote.

RELEASE PERFORMANCE BOND/W.J. CAREY CONSTRUCTION –

A Performance Bond was accepted on March 2, 2007 in the amount of \$60,000 from W.J. Carey Construction Corp. for completion of road paving and curbs at Warsaw Crossing Subdivision, Frontier Drive. City Planner Jeremy Skinner reported that the roads and curbs are completed and he recommended the Bond be released. Motion was made by Thallemer to release the performance bond, seconded by Mayor Wiggins, carried by unanimous vote.

LCG/ BEYER TRAIL/NIBLOCK/CHANGE ORDER #2 –

City Planner Jeremy Skinner presented for approval Change Order #2 between the City and Niblock Excavating for construction of the Beyer Farm Trail Phase II-b. This Change Order is an increase in the total amount due on the contract in the amount of \$4,438.16, more specifically set forth within the Change order. Original Contract was \$44,897.56. Motion made by Board member Thallemer to approve Change Order #2, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

PARK ACTIVITY CONTRACTS –

Park Activity Director Janelle Wilson presented the following 2009 Event Contracts:

1. Kevin Roberts Entertainment – Country Concert/\$850.
2. Bigg Country - Country Concert/\$850.
3. Ramada Plaza – Blues & BBQs Concert/\$292.
4. Ramada Plaza – Blues & BBQ's Concert/\$511.
5. Pam Dickson – Brunch with the Bunny/\$100.
6. Dave Blackwell – Friday Evening Concert/\$550.
7. Kevin Roberts Entertainment/Blues & BBQs/\$500.
8. Kevin Roberts Entertainment/Blues & BBQs/\$200.
9. John Finken – Classic Rock Concert/\$750.
10. John Finken – Celebracion Latina/\$250.
11. James Miller/Classic Rock Concert/\$1,000.
12. Burkhart Advertising – Terms and conditions needed executed from previous contract.

Motion made by Mayor Wiggins to approve the Park contracts, seconded by Thallemer, motion carried by unanimous vote. (Documentation attached to minutes).

PARK GRANT APPLICATIONS –

Park Activity Director Janelle Wilson requested permission to submit application for a grant from the Community Foundation of St Joseph County Grant – a division of the Indiana Arts Commission. She stated the Park will submit for the maximum amount of \$6,000 to cover the expenses incurred for Summer Concert events. This grant requires a 50% match. Motion made by Mayor Wiggins to approve the application, seconded by Thallemer, carried by unanimous vote. (Copy of letter attached to minutes).

UMBAUGH AGREEMENTS/BOND COMPLIANCE –

Umbaugh & Associates provided agreements for services in assisting the City with meeting requirements with regards to compliance with financial information and notices of material events pertaining to the security of the Lease Rental Refunding Revenue Bonds, Series 2005, Sewage Works Revenue Bonds of 2008, Sewage Works Refunding and Improvement Revenue Bonds of 2003 and General Obligation Bonds of 2008. Agreement referred to as Continuing Disclosure Undertaking Agreements. Fee for this service totals \$2,800 annually for sewage and \$1,700 annually for the General Bond Issue. Motion made by Thallemer to approve the agreements, seconded by Mayor Wiggins, carried by unanimous vote.

B.I.T. COMPUTERS/STUDY OF WEBSITE –

Mayor Wiggins presented for approval an agreement with B.I.T. Computers for an in depth study and concluding report concerning the overall functionality of the City of Warsaw's website, more specifically set forth within the agreement. The fee for this service is estimated at \$7,000. Motion made by Mayor Wiggins to approve the agreement, seconded by Thallemer, carried by unanimous vote. (Copy of agreement attached to minutes).

WARSAW POLICE DEPARTMENT/HIRING OF OFFICERS X 3 –

The Warsaw Police Department requested permission to hire three (3) officers as replacements for openings due to death of Terry Polston, Brad Keller's termination and Steve Brown's retirement. Motion made by Thallemer approving request, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of letter attached to minutes).

DENTAL BENEFIT AMENDMENT TO MASTER PLAN DOCUMENT –

An Amendment #2 to the Employee Benefit Trust Summary Plan Description/Master Plan Document placing specific Dental benefits back into the Comprehensive Medical Benefits, more specifically set forth within the amendment was presented for approval. Motion to accept the amendment was made by Thallemer, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

TRAVEL REQUESTS –

A list setting forth nine (9) travel requests (Firemen Mike Wilson, Mark Howard, Aaron Bolinger x 2, Mike Brubaker, Rob Barker, Derek Shilling, Andrew Callaway, and Nate Iden) were submitted for approval. Motion made by Mayor Wiggins to approve all travel requests, seconded by Thallemer, carried by unanimous vote. (Info attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a listing of special claims for approval of payment totaling \$86,656.80. Motion was made by Thallemer to approve the special claims for payment, seconded by Mayor Wiggins, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$102,808.94.

EOM Docket – \$1,952,343.44.

Police & Fire Pension Docket – \$49,454.61.

Motion made by Mayor Wiggins to approve all claims for payment, seconded by Thallemer, motion carried by unanimous vote.

VERIZON CELLULAR PHONE AGREEMENT/FIRE –

Fire Chief Mike Rice requested approval of a cellular phone agreement with Verizon. He reported that this was a one year agreement and the cost per month was reduced by \$216. Motion made by Thallemer to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. The Mayor's phone is included in this agreement. (Copy attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker provided for approval two (2) employee payroll changes, more specifically set forth on the list. (Police Employees/Jaime de la Fuente – Mike Hargrove Shift changes). Motion made by Thallemer to approve the payroll changes, seconded by Mayor Wiggins, and carried by unanimous vote. (List attached to minutes).

SANDS OFFICE EQUIPMENT/COPIER MAINTENANCE AGREEMENT/ BUILDING & PLAN –

City Planner Jeremy Skinner presented for approval a copier maintenance agreement with Sands Office Equipment for \$798.00 annually. Motion made by Mayor Wiggins, seconded by Thallemer, carried by unanimous vote. (Contract Worksheet attached).

ADJOURN –

There being no further business to come before the Board by a motion duly made and seconded, the meeting was adjourned.

ATTEST:

Elaine Call, Clerk-Treasurer